



**PERSONNEL SUPERVISOR I  
PERSONNEL SUPERVISOR II  
SENIOR PERSONNEL SPECIALIST**

**PROMOTIONAL – SPOT CONTINUOUS FILING**

**CONTACT**

**INFORMATION**

**ON THE WEB**

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.

**Position Information**

Positions currently exist in Sacramento, California with the California Correctional Health Care Services.

**Personnel Supervisor I**

As a Personnel Supervisor I, under general supervision, the incumbent supervises a staff of Personnel Specialists performing personnel/payroll transaction functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

**Personnel Supervisor II**

As a Personnel Supervisor II, through subordinate supervisors, the incumbent plans, organizes, and directs the work of the department's transactions program. There may be functional supervision over lower-level Personnel Specialists in geographically separated locations.

**Senior Personnel Specialist**

As a Senior Personnel Specialist, under general direction, the incumbent serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a staff specialist, the incumbent researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions; develops and revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; serves as a coordinator for a variety of personnel-related programs, e.g., FMLA, and may act in a lead role (i.e., training, workload, etc.)

**Salary and Benefit Information**

Currently, as of July 1, 2007:

Personnel Supervisor I: **\$3,658 - \$4,446 per month**

Personnel Supervisor II: **\$4,025 - \$4,892 per month**

Senior Personnel Specialist: **\$3,658 - \$4,446 per month**

Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base.



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### **Salary and Benefit Information (Continued)**

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

### **Who Can Apply**

Applicants must meet one of the following criteria as of the final filing date in order to participate in this examination(s): 1) have a permanent civil service appointment with the CPHCS; or 2) be a current or former employee of the Legislature for two or more years as defined in Government Code (GC) § 18990; or 3) be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC § 18992, or 4) be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC § 18991. **[Note: Candidates filing under this GC need to submit a legible copy of their discharge (DD214) along with the completed examination application.]** Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) Rules 234, 235 and 235.2. Additionally, SPB Rules 233, 234, 235, 235.2, and 237; contain provisions regarding civil service status and eligibility to take promotional examinations.

### **Minimum Qualifications**

**Personnel Supervisor I Experience:** One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

**Personnel Supervisor II Experience:** One year of experience in the California state service performing the duties of a Personnel Supervisor I or a Personnel Services Supervisor II.

**Senior Personnel Specialist Experience:** One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

**All Levels Additional Desirable Qualifications:** Familiarity with automated systems.

### **Examination Information**

This examination will consist solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.



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#### **How to Apply and Test**

Submit an Examination Application (Std. Form 678) for this examination.

##### By mail:

California Correctional Health  
Care Services  
Selection Services Section  
P.O. Box 4038, Suite 350  
Sacramento, CA 95812-4038

##### In person:

California Correctional Health  
Care Services  
Selection Services Section  
501 J Street, Lobby Drop Box  
Sacramento, CA 95814

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

If you meet the entrance requirements for Personnel Supervisor I, Personnel Supervisor II, or Senior Personnel Specialist, you may file for one or more examinations on a single application. However, you must list the examination title(s) of each examination you wish to file for and you will only be considered for the examination(s) that you have listed on your application.

Only applications with an original signature will be accepted.

The testing period for this examination is twelve (12) months. Once you have taken the examination, you may not retest for twelve (12) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 445-1086 to make specific arrangements.

#### **Eligible List Information**

A departmental-promotional spot eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Education and Experience examination to re-establish eligibility.

#### **Veterans Points and Career Credits**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 445-1086 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.